



Department Policies

POLICY #101	Page 1 of 4
Effective Date: 4/6/2023 Prior Version Date(s): 6/17/1986, 5/12/2008, 2/24/2014	Approved 4/6/2023 – Josette Manning, Cabinet Secretary

1. Policy Purpose

The purpose of this policy is to ensure that the Department of Services for Children, Youth, and their Families (DSCYF) has guidelines for the development and communication of new department policies and the review, revision, and archival of existing policies.

2. Scope

This policy applies to all department level policies.

3. Definitions

Policy: formal guidance to coordinate and perform departmentwide operations. Policies help focus and align attention, resources, and efforts to achieve the department’s mission and vision.

Procedures: operational processes required to implement department policy

DSCYF Policy Committee: interdivisional workgroup chaired by the DSCYF chief policy advisor responsible for assuring the regular review, revision, and deletion of existing department policies and the development of new policies.

4. Policy / Procedures

DSCYF policies guide agency operations and support the department’s vision, mission, and commitment to a trauma-informed system of care. DSCYF develops and implements new policies as necessary and engages in cross-divisional periodic review of existing policies to revise or archive them as appropriate. DSCYF disseminates department policy information to employees and makes policies available to service participants, providers, and stakeholders.

Policy Committee

DSCYF will maintain a policy committee that is chaired by the chief policy advisor and includes representatives from the following divisions and disciplines:

- Division of Family Services
- Division of Management Support Services

- Division of Prevention and Behavioral Services
- Division of Youth Rehabilitative Services
- Diversity, Equity, and Inclusion (DE&I) workgroup
- Trauma-Informed Care Committee
- Center for Professional Development
- Department of Human Resources

Each division director/group will identify two staff (lead and backup) representatives for the committee. The chairperson will review membership annually with the division directors and whenever a vacancy or other change warrants review. Division directors may change staff assigned to the committee at any time by notifying the chief policy advisor of the change. Subject matter experts may be invited to committee meetings as appropriate.

The chairperson will be responsible for the coordination of the committee, including establishment of the meeting and policy review schedule. Committee members are responsible for obtaining input from their respective divisions/teams and communicating outcomes of policy review or new policy development to their respective divisions/teams.

Policy Review Schedule and Tracking

The committee chair is responsible for maintaining an electronic tracking record of the policy review schedule and status. A review schedule will be published by January 15th of each calendar year to guide review timeframes. This will allow leadership, committee members, divisions, and operational teams to provide input. The policy committee will formally review all department policies no later than five years after the effective date or most recent review/revision date.

Policy Review Process

Policies will be scheduled for review:

- five years after the policy effective date or most recent review/revision date
- at the request of the cabinet secretary, deputy secretary, or a division director
- at the request of an operational unit or committee/workgroup with the approval of a division director
 - the policy committee will accept recommended revisions from operational units and committees/workgroups

During review of existing policies, the committee will consider:

- applicability of the policy
- clarity of language
- operational needs
- legal implications, including changes in state and federal laws and regulations and applicable policies in other state agencies

The chief policy advisor and policy committee shall consult the DSCYF deputy attorney general as needed.

The chief policy advisor will submit policy revision or archival recommendations to the division directors for review. Archival recommendations shall include a summary of the committee's rationale to archive the policy. The chief policy advisor will consider feedback from division directors and, if necessary, concerns or objections from division directors will be discussed during a senior leadership meeting. If no revision is recommended, the chief policy advisor will advise the division directors. If the division directors agree that no revision is necessary, the review date will be added to the policy document and the review schedule will be updated.

The chief policy advisor will present final recommendations to the cabinet secretary. Policies will be considered effective from the date of approval by the secretary unless otherwise specified.

Process for establishing new policies

Requests for development of new policy will be made to the chief policy advisor by the cabinet secretary, deputy cabinet secretary, or a division director. The policy advisor will coordinate with the requestor and the committee to determine who will develop the draft.

The policy committee will review new policy drafts and recommend changes and/or adoption of the policy. The chief policy advisor will submit the draft policy to the division directors for review. The chief policy advisor will consider feedback from division directors and, if necessary, concerns or objections from division directors will be discussed during a senior leadership meeting.

The chief policy advisor will present final recommendations to the cabinet secretary. Policies will be considered effective from the date of approval by the secretary unless otherwise specified.

Communication and training

The chief policy advisor and policy committee will coordinate with the Center for Professional Development for new and revised training as needed. Training can include review and acknowledgement of the policy, incorporation of policy information into existing training curricula, or development of training specific to the policy based on agency needs.

Approved new and revised policies will be updated on the department internet policy page. Policies approved for archival by the cabinet secretary will be removed from the DSCYF internet policy page.

The chief policy advisor will coordinate with the department's public information officer to disseminate information about new, revised, and archived policy to employees and stakeholders as needed.

5. Training

The chief policy advisor is responsible to ensure all policy committee members are aware of the provisions within this policy.

6. Associated Forms

The policy committee has established a standard template for all new and revised policies.

7. Responsibility for this Policy

The chief policy advisor and policy committee are responsible for implementation of this policy.